

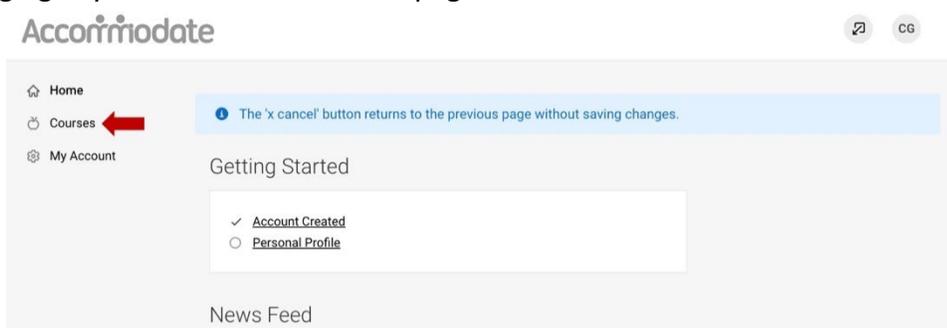
Faculty Guide to Managing Test Requests in Accommodate

Students with testing accommodations through Disability Services must schedule to use the Testing Center through Accommodate. Directions for managing test requests in Accommodate are below.

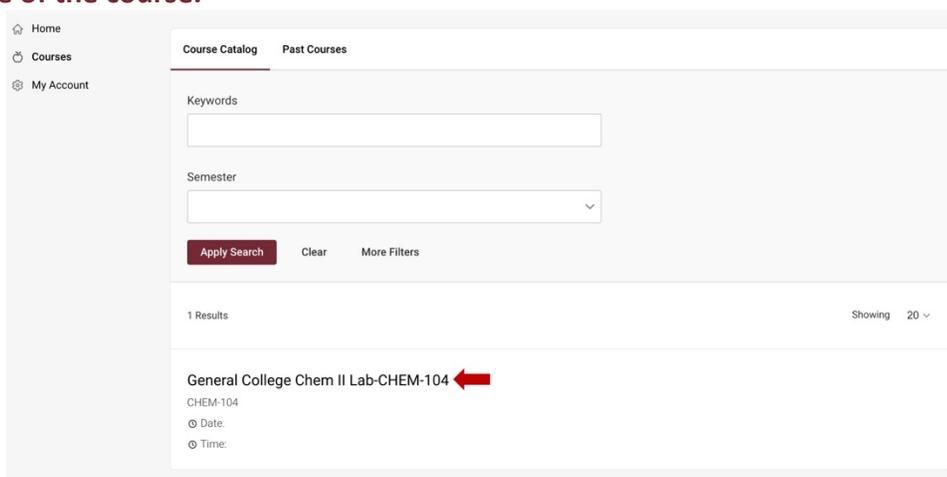
Access Link: <https://bellarmine-accommodate.symplicity.com/faculty> (log in with Bellarmine credentials)

View Test Requests

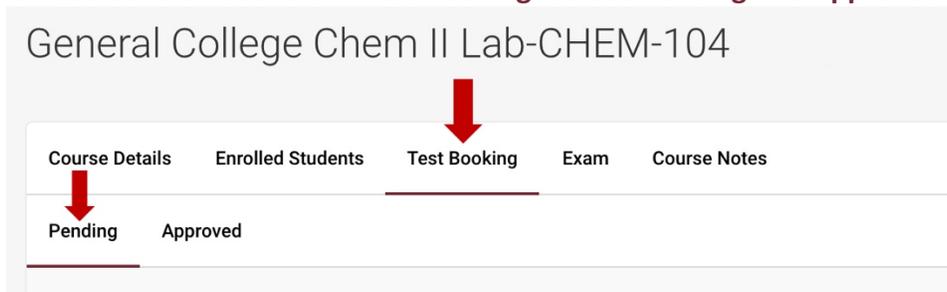
1. After logging in you will be on the Home page. Click **“Courses”** on the left menu.



2. Test requests are organized by course. Select the course you would like to view by clicking on the name of the course.



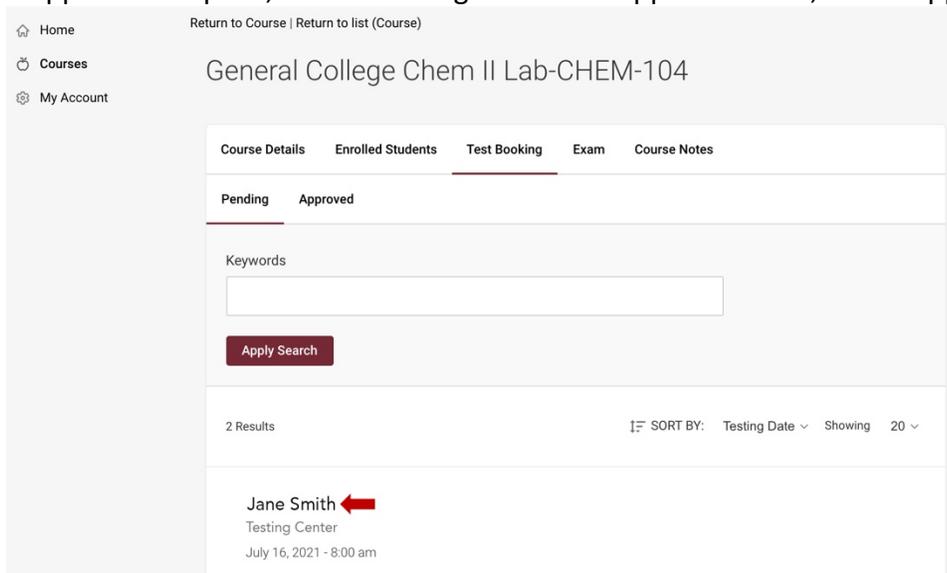
3. You will now see several tabs. Click **“Test Booking”** to see Pending and Approved requests.



Note: You will receive automated reminder emails to approve pending test requests five days and two days prior to the requested testing date.

Approve Pending Test Requests

1. Test requests are organized by student name. **Click on a student's name to view request details.** To approve a request, select Pending. To review approved tests, select Approved.



Home | Courses | My Account

Return to Course | Return to list (Course)

General College Chem II Lab-CHEM-104

Course Details | Enrolled Students | **Test Booking** | Exam | Course Notes

Pending | Approved

Keywords

Apply Search

2 Results | SORT BY: Testing Date | Showing 20

Jane Smith 

Testing Center

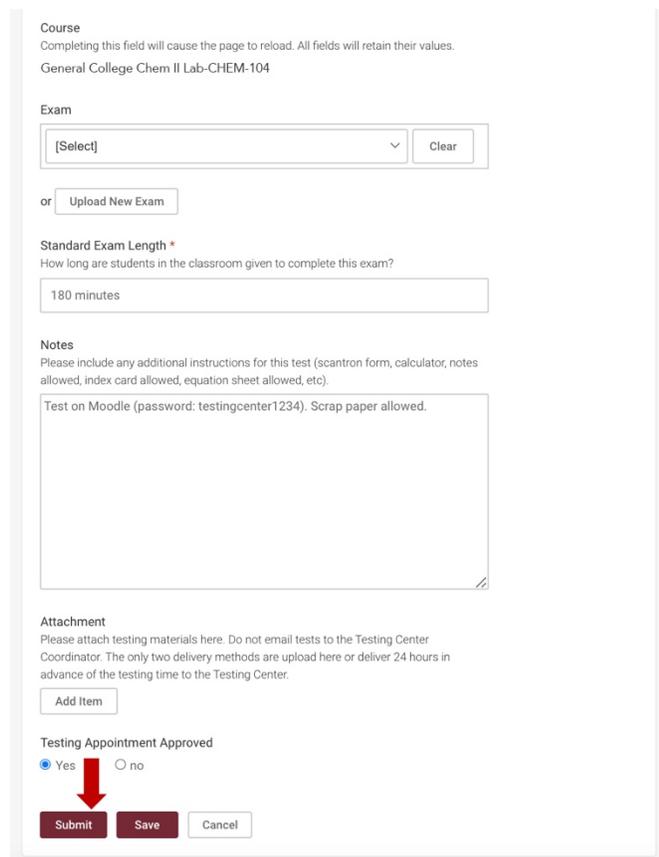
July 16, 2021 - 8:00 am

2. On the next page, you can upload the test if needed, confirm the standard exam length (i.e., how long students in the class get for the test without extra time), and submit any necessary notes (e.g., whether the test is online, needs a password, if scrap paper is allowed, etc.).

Note: The exam is *not* approved until you select Yes and Submit at the bottom of the page under “Testing Appointment Approved”

If you wish to decline the request, select No and Submit. Please follow up with the student to make new arrangements.

Do you have questions about providing the test to the Testing Center? See page 3 →



Course

Completing this field will cause the page to reload. All fields will retain their values.

General College Chem II Lab-CHEM-104

Exam

[Select] Clear

or Upload New Exam

Standard Exam Length *

How long are students in the classroom given to complete this exam?

180 minutes

Notes

Please include any additional instructions for this test (scantron form, calculator, notes allowed, index card allowed, equation sheet allowed, etc).

Test on Moodle (password: testingcenter1234). Scrap paper allowed.

Attachment

Please attach testing materials here. Do not email tests to the Testing Center Coordinator. The only two delivery methods are upload here or deliver 24 hours in advance of the testing time to the Testing Center.

Add Item

Testing Appointment Approved

Yes No

Submit Save Cancel

Providing Tests to the Testing Center

There are several options for providing a test to the Testing Center:

1. Upload a hard copy of the test or submit notes including the necessary information for accessing an online test **when you approve the request.**
2. Upload the hard copy/information **after you have already approved the request.**
 - a. Select a student's name under the Approved tab. The form should allow you to upload/revise any necessary information.
3. **Deliver a hard copy of the test to the Testing Center the day before the test.**

To ensure test security, please do not email exams to the Testing Center or the Student Success Center.

Regardless of your choice, please be sure to include any necessary notes for the test on the approval form (especially whether aids such as calculator, scrap paper, formula sheet, etc. are allowed).

Otherwise, the student will not be permitted to have these items.

Note: An automated email reminder to upload the exam will be sent one day prior to the test date.